News about information systems throughout MIT

IS

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Buildings, Maps, Clothing: IAP Intersects with Computers

Lee Ridgway
Publication Services

It's that time of year. IAP approaches, and there are many more tempting offerings in the *IAP Guide* than spare hours to take them in. If you've resolved to learn more about computers this IAP, there are several events to choose from (for a sampler of what IS is offering, see page 5). This article focuses on three courses that have a high degree of interaction between people and computers.

Rotch Library and the Internet: Art and Architecture

Jan. 9, 1–3pm, Room 1-115
(see the *IAP Guide* for other offerings in this series)

Michael Leininger, Architectural Librarian at Rotch, has organized a presentation to introduce the World Wide Web as a research resource for students in architecture and urban planning. He starts with a tour of the *Guide to Architecture Sources* at

`http://nimrod.mit.edu/depts/rotch/subjects/architecture/pageone.html`

This Web page, created by Leininger, has links to a variety of resources selected for their relation to what architectural students at MIT are taught, and to what they look for and use most often. For example, one link leads to a comprehensive bibliography of design and construction information that includes accessibility guidelines, building codes, construction dictionaries, aids in cost estimating, and design and drawing guides. Another points to an explanation of indexes, electronic and printed, to periodical articles.

While these bibliographic links are geared toward architectural students, Leininger also gives links to sources that would appeal to the layperson interested in architecture. From the *Architecture on the Internet* page you can go to the Web pages of architects and firms, architectural schools, presentations on architects and buildings, and cities. Closer to home, Leininger is developing a page with views, sections, and plans of important buildings on the MIT campus; follow the link from *People, Places, and Things*.

Hands-on Computer Mapping to Inform the New T Line

Jan. 30, 9:30 am–noon, Room 9-536

Barbara Barros, Research Fellow in the Dept. of Urban Studies and Planning, is a believer in community participation in the planning process for land use and development. She knows that the people who live and work in a given neighborhood or area have information about their environment that may not be captured in hard data, but that this "soft" information is important for influencing the planning and design of a development's use.

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Buildings, Maps, Clothing

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Barros has found that this information is often best expressed visually through maps, and her research has focused on the development of simple computer tools for mapping.

At this IAP event, Barros introduces a new project, the Urban Ring, using computer maps. Following her talk, MIT community members get to contribute to the initial planning for a new MBTA transit line for the Ring, by hands-on mapmaking with easy-to-use computer tools.

Look at a map of Boston and you see the city at the center of a crescent formed by the neighboring communities. Look at the major transportation routes and you see that they cut across this crescent. What you don't see is a major transportation line that follows the crescent. In other words, you can get into and out of Boston conveniently, but you can't get around it. The likely new transit route would run from UMass/Boston to BU, along the rail line near MIT, and around to Logan. This line is crucial to economic opportunity for the residents and existing enterprises within the Ring.

What Barros is looking for from MIT people is information about how we use the campus and surrounding area, which sits almost in the center of the Ring. Participants in the IAP event will enter responses, in map form, to questions such as: How do you get to and from MIT? What are your walking or bicycling routes and patterns? What are your favorite places on campus? What would you like to have nearby for shopping, entertainment, and housing?

All are welcome to attend this event; however, the number of computers available is limited. To participate in the mapping, preregister by e-mail to <bbarros@mit.edu>; computers will be allocated as messages are received.

Wearable Computing

Feb. 1, 11am, Room E15-301

Thad Starner, a Ph.D. candidate in Media Arts and Sciences, is not really making a fashion statement when he moves computers off the desktop and makes them part of his clothing. He is simply following a path he considers inevitable, given the continuing miniaturization of computing devices. It started about three years ago, when Starner wanted a new way to take notes in classes. Handwriting wasn't working for him, and typing on a notebook computer distracted him from the presentation. So he took currently available devices, including a miniature display that could attach to a pair of eyeglass frames, and created his first wearable computer. It continues to serve as his primary computer.

You may have seen Starner and colleagues from his Media Lab group strolling the campus in headgear and body attachments. This gear may look strange now, but it is the precursor of unobtrusive devices that will interact with the user and the environment in ways still being imagined. You may one day wear a "suit" of computer devices as part of your regular clothing. In this visionary scenario, your shoes will generate the system's operating power as you walk. Various parts of your computer will use your body as a "local" network to communicate with each other. When you shake hands with an associate also wearing a computer, you will be able to exchange electronic business cards through your palms.

At his IAP event, Starner will discuss current research and what the future may hold. There will also be a chance to try out some wearable devices. For a preview, see

`http://wearables.www.media.mit.edu/projects/wearables/` ø

IS Offers Self-Paced Training Materials in CD Format

The IS Microcomputer Training Lab in 11-206 maintains a library of self-paced training materials, with a focus on Macintosh and DOS/Windows operating systems and software. Until recently, most of the materials were in audio or video format, but many vendors are now moving their instructional products to CD format.

CD training materials are convenient to use, and include assorted companion files that give lessons more depth and variety. This is especially valuable for learning complex software such as page layout and image editing programs.

To accommodate these materials, the Lab has added CD-ROM drives to its Dell 486 computers; its Power Macintosh 7100s have built-in CD-ROM drives. Recent acquisitions to its CD collection include tutorials on Adobe Photoshop, PageMaker, and Illustrator, Macintosh System 7.5, Windows 3.1, and Microsoft Word 6 for Windows. A training CD for Windows 95 is on order.

The Lab is open to the MIT community for self-paced training on Thursdays from 5 to 8pm and on Fridays from 1 to 4pm. A staff person can help you get set up and answer your software-related questions.

Since several people come during Open Lab hours to work with different training materials, all participants need to use earphones. You can bring your own earphones or borrow a pair from the Lab.

A New Mailing Address

The Training Lab has set up an e-mail address: <training-lab@mit.edu>. You can send e-mail to this address to ask about the availability of self-paced materials, sign up to use a computer and software, suggest additional self-paced training materials, or ask questions about the Training Lab. If you prefer, you can call the Lab at x3-5312. ø

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Managing Editor
Robyn Fizz
Writer/Editor
Lee Ridgway

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Send comments or subscription requests to:
MIT 11-309, 77 Massachusetts Avenue,
Cambridge, MA 02139-4307
Phone: (617) 253-0540
Electronic mail: <fizz@mit.edu>

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PageMaker 6: A Solid Upgrade from Adobe Systems

Robyn Fizz
Publication Services

Aldus PageMaker, the page layout program that launched desktop publishing in 1985, became Adobe PageMaker in 1994. Adobe Systems recently released PageMaker 6 for Macintosh and Windows – the first upgrade of the program since it came under Adobe's wing.

This upgrade makes up for the shortcomings that led many high-end publishers to switch from PageMaker to Quark Express. Adobe has added object alignment, grouping, locking, and multiple master pages – features that Aldus didn't incorporate despite frequent requests from users. The new release also provides tighter integration with other Adobe products, such as Acrobat, Photoshop, and Illustrator.

In an effort to address high-end users, PageMaker 6 includes a sophisticated color management system from Kodak. This system helps ensure consistent color from input to output. It also supports Hi-Fi color, which offers a much wider range of printable colors than traditional four-color printing.

System Requirements

PageMaker 6 is no lightweight in the RAM department, and takes up a sizable chunk of hard drive space. At a minimum, you need the following to install and run the program:

Macintosh

- 16MB of RAM
- 20MB of free hard drive space

Power Macintosh

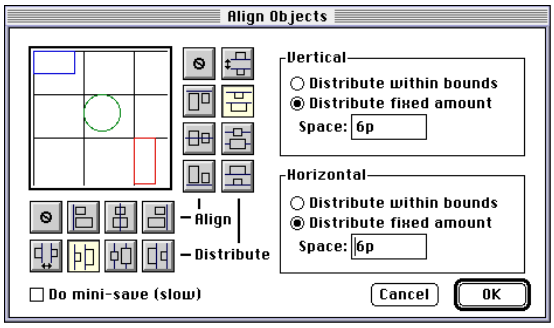
- 16MB of RAM
- 20MB of free hard drive space

Windows 95

- 12MB of RAM
- 24MB of free hard drive space

Note: PageMaker 6.0 for Windows is a full 32-bit application designed for Windows 95. It will run under 16-bit Windows 3.1, but with some known limitations.

For more complete system configuration requirements, see `http://www.adobe.com/Apps/`



The Align Objects feature lets you automatically align and distribute selected page items.

First Impressions

When you launch PageMaker 6 for the first time, your reaction may be that not much has changed. This perception is misleading, but it *is* a plus that you can use PageMaker 6 right out of the box, as if it were PageMaker 5. The pasteboard metaphor remains intact, and you still manipulate text blocks using windowshade handles.

One of the first differences that will catch your eye is the redesigned Toolbox. The new zoom tool lets you magnify or reduce a selected area of the page. The new polygon tool lets you quickly create geometric shapes, such as stars and triangles. You can double-click on most of the tools to set preferences or specifications.

The Arrange Menu

The second interface change you are likely to notice is the new Arrange menu. Many improvements to the program are tucked away here.

The Align Objects command lets you automatically align selected objects horizontally or vertically and space them in relation to each other. Stacking order is now more flexible. You can move objects backward or forward one layer at a time. When you select overlapping objects, they maintain their stacking order.

The Group command is much improved over PageMaker 5's weak PS Group it Addition. However, you may still get unwanted effects when resizing a group that includes a text block, since type size doesn't change.

With PageMaker 6, you can lock graphics and text in place on the page. This is especially useful for design elements that should always be positioned in the same place – for example, logos on business cards and letterhead.

Colorful Changes

The Colors palette in PageMaker 6 incorporates small changes that make the program easier to use. You can now apply tints from a pop-up menu. A new color, None, lets you quickly remove colors from objects. In the Define Colors dialog box, clicking the Remove Unused button deletes any colors in the Colors palette that aren't in the file.

Multiple Master Pages

A master page lets you apply a predefined set of elements to a page. Until now, PageMaker was limited to one left and one right master page per document. That's all changed. Using the Master Pages palette under the Window menu, you can now create up to 256 master pages per document. You can design a master from scratch, or save an existing page as a master. You can apply master pages to single pages, spreads, or a range of pages.

There's Much More

This article touches on just a few of the new features in PageMaker 6. There are many others worth exploring, among them Adobe Table, the Scripts palette, object masking, and built-in trapping. Plug-in technology replaces Additions, and Adobe has included some tools for online publishing. All in all, it's a very solid upgrade.

Purchase and Support

You can buy PageMaker 6 for Macintosh or Windows at the MIT Computer Connection. The MCC sells the program for $180 – a significant educational discount. They can also special order a 10-user pack for $985.

IS offers partial support for PageMaker 6, and plans to offer full support soon. The *Adobe PageMaker User Guide* is excellent, and Adobe posts PageMaker technical notes on the Web at `http://www.adobe.com/Support/FaxYI.html`

Training

IS is offering two fee-based PageMaker courses in the winter quarter. One is a two-day introduction to the program; the other is a New Features module. For details, see the *Computer Training Catalog* or call x3-7685. ø

The Way of E-Mail: Routings and Reasons for Occasional Delays

Postmaster, Network Services
Susan B. Jones, Publication Services

A few times this fall, you may have noticed that you didn't receive e-mail for hours, or perhaps even a day. Network Services had reports from several people that they weren't notified of a meeting until after the meeting was held, due to delays in e-mail delivery.

What causes delays like these, and just how dependable is e-mail? The good news is that about 99% of the 400,000 e-mail messages that get processed at MIT each day are delivered in a timely fashion. On the other hand, you shouldn't send out anything of an emergency nature strictly via e-mail. IS can't guarantee instant delivery due to the nature of the technology.

How E-Mail Gets Routed

All e-mail coming into MIT (and some being sent from MIT) goes to a server called a hub, where it is processed and sent on to its next stop. If the mail is for an MIT e-mail user, it is sent to a post-office server (also known as a POP server) where it is stored until the recipient downloads it. The average delay for mail coming from outside MIT is about eight minutes. Mail sent from one MIT user to another is usually delivered to a post-office server within seconds. However, a message can be queued on a server and not be delivered immediately for several reasons.

A server may become overloaded and need to store messages in a queue until it can catch up later when the load goes down. Overloading can occur when someone sends a mass mailing, or "spam" (see box). Another cause is when a host goes out of control by sending a message repeatedly in a rapid-fire manner. This can happen with so-called "vacation" programs, for example. There isn't much that can be done to guard against such barrages. When these situations occur, the servers will queue mail and possibly go as far as refusing to accept new mail in order to protect the system.

Sometimes a site cannot be reached. This occurs routinely on the Internet and, when it happens, messages destined for this site are queued for later delivery. If a significant portion of the Internet is unavailable (for example, due to an outage), thousands of mail servers start to queue mail. This happened on December 4, when the amount of queued mail was so extraordinary that the MIT post offices had a difficult time keeping up with messages sent to MIT users. The result was a few thousand messages queued for several hours.

The Bottom Line

The important part of this to keep in mind is that while MIT has an e-mail system that usually delivers mail very rapidly, there is *nothing* in the technology used that guarantees this response time. Message queueing and the delays that result from this are a normal response of the system to overloads or other perturbations. IS Network Operations does its best to avoid and minimize the impact of these occurrences, but users need to set their expectations accordingly. ø

Don't Spam the Net

E-mail is a fast, convenient form of communication. It's easy to send e-mail to multiple individuals and multiple mailing lists. But this ability to send messages to many people also makes it easy to misuse the system. The general rule is: use e-mail to communicate with specific users, not to broadcast announcements to the user community at large.

These guidelines are not based on etiquette alone: the mail system doesn't have the capacity to process a very large number of e-mail messages at once. When a user sends an announcement to a huge list of recipients, the mail servers get overloaded, disks fill up, and staff intervention is required. This results in a degradation of service for all users.

Electronic chain letters are especially abusive of the mail system and network. They waste valuable computing resources, and may be considered harassing.

This column presents news and tips from the consultants who staff the Microcomputing Help Line, x3-0001. Check out their Web home page at `http://micro-help.mit.edu/`

Q A Windows user in the next office just recovered from a computer virus called Natas. On my Windows machine, I use F-PROT 2.19 with Virstop running. Should I be concerned since we occasionally share files?

A Yes, you should be concerned. First, the current version of F-PROT is 2.20. Secondly, Virstop – the TSR virus checker that comes with F-PROT – may not see Natas because of its advanced stealth characteristics.

You can get F-PROT 2.20 from the net-dist server in several ways. It's available on the Web at

`http://web.mit.edu:1962/tiserve.mit.edu/9000/41089.zip`

You can also access the net-dist server via TechInfo or anonymous FTP. If you don't have a network connection, you can get F-PROT from the MCC PC PASS server in W20-021. Take a blank diskette to copy the program.

Put F-PROT 2.20 on a clean system diskette, lock the diskette, and boot with it. Then run F-PROT 2.20, which disinfects the Natas virus. If you don't disinfect your hard disk, once out of every 512 times you start an application infected by Natas, you risk destroying all the applications that are infected.

To keep current about viruses and releases of anti-virus software, visit the Web page maintained by the MIT Information Security Office. The URL is

`http://web.mit.edu/security/www/`

Q Is there a fast way to arrange open windows in Windows 95?

A Right-clicking on the Taskbar gives you the option to minimize, cascade, or tile all windows. Once you choose one of these, there is an option to undo it.

Right-clicking on folders, icons, files, and window parts in Windows 95 usually gives you a pop-up Shortcut Menu with the most frequently used commands for that object. ø

Great Deals from Apple and IBM – While Supplies Last!

Ginny Williams
MIT Computer Connection

The MIT Computer Connection has teamed up with Apple and IBM to give you great deals on new computers. These offers, detailed below, are available only while supplies last.

Macintosh Performa + Printer = Payback

Get $150 back from Apple when you buy a Performa 631, 636, 638, or 640 DOS Compatible with *any* Apple printer. If you buy a Color StyleWriter 2400, you'll get an extra mail-in rebate coupon for $5. Stop by for details.

Apple Holiday Sale

Apple has reduced the price of two of its most popular systems – the Performa 6214CD and Power Macintosh 7100/80. Quantities are limited.

- *Performa 6214CD*
  M4646 MIT $1345
  75MHz PowerPC 603 processor, 8MB RAM, 1GB hard drive, and quad-speed CD-ROM drive. Display sold separately.
- *Macintosh 7100/80*
  M3643 MIT $1225
  80MHz PowerPC 601 processor, 8MB RAM, 700MB hard drive, and double-speed CD-ROM drive. Keyboard and display sold separately.

IBM Holiday Sale

IBM's award-winning ThinkPads are at their lowest prices of the season.

- *ThinkPad 360CE 4/340*
  2620-90F MIT $1845
  DX2 processor, 4MB RAM, 340MB hard drive, and a TFT color display.
- *ThinkPad 701C 8/360*
  2630-2TU MIT $3310
  DX4 processor, 8MB RAM, 360MB hard drive, and active matrix color display.
- *ThinkPad 701C 4/540*
  2630-UT5 MIT $3390
  DX2 processor, 4MB RAM, 540MB hard drive, and active matrix color display.
- *ThinkPad 701C 8/720*
  2630-7TU MIT $3795
  DX4 processor, 8MB RAM, 720MB hard drive, and active matrix color display.
- *ThinkPad 701C 8/540*
  2630-5TU MIT $3825
  DX4 processor, 8MB RAM, 540MB hard drive, and active matrix color display. ø

During IAP, IS Sponsors a Flurry of Computer Events

Jeanne Cavanaugh
Training Services

This IAP, Information Systems is sponsoring a series of computer-related classes and presentations that offers something for everyone – from novices to the computer savvy. Most of these events are free.

Selected events are described below. See the "Computers" section (pp. 6–8) of the *IAP Guide* for a complete listing of computer events, including maximum audience size and any registration requirements.

HTML Demo

Jan. 9, 9am–noon, 3-133
Repeated: Jan. 22, 9am–noon, E40-302

The HyperText Markup Language (HTML) is the standard for publishing on the World Wide Web. This session gives an overview of the electronic publishing process and demonstrates how to code in HTML.

Upgrading to Windows 95

Jan. 16, noon–1:30pm, E40-302
Repeated: Jan. 31, 1–2:30pm, E40-302

This presentation addresses the things you need to think about before, during, and after upgrading to Windows 95. An informal discussion period follows.

Preventing Repetitive Strain Injuries

Jan. 16, 9am–noon, 10-105 (Bush Room)

Find out about suspected risk factors for repetitive strain injuries, learn how to adjust furniture and equipment, and practice prevention strategies for common physical problems. (There is a $50 fee for this seminar, and preregistration is required; for details, contact the Training Services Office at x3-0852 or <wray@mit.edu>).

Using PGP to Protect Your Privacy

Jan. 23, 1–3pm, 3-133

PGP – for DOS, Macintosh, and most UNIX systems – lets you protect files and e-mail against unauthorized interception and modification. Find out how PGP works and how to use it.

A Tour of MIT's Data Center

Jan. 25, 2–4pm, W91

Come tour the Data Center, hidden away on west campus. W91 houses MIT's administrative computing systems, as well as most of the equipment used for New England Internet traffic.

Developer's Introduction to Secure Client Server Computing

Jan. 29–Feb. 1, 9am–5pm, 3-133

This four-day class focuses on designing and implementing client/server applications for the MITnet computing environment. Topics include network security, three-tier architecture, database systems, and Kerberos. Case histories of client/server applications developed at MIT, such as the Student Information System, are also presented.

Microsoft Word Equation Editor

Jan. 30, noon–1:30pm, E32-117

This hands-on seminar is for Macintosh and Windows users. Learn template techniques for creating graphic equation and matrix images, appropriate paragraph formatting, and automatic numbering and cross-referencing. ø

Some Basic Guidelines for Designing Online Documents

Janet Daly
Academic Computing Services

You've been asked to publish a document on the World Wide Web. Whether you plan to work from an existing paper document or start from scratch, you will want to design the publication to take advantage of the Web's on-screen, hypertext environment. This article offers some basic guidelines for designing Web documents, as well as pointers to some good online references.

Document Framework

The first step in designing documents for the Web is identical to the process for creating printed material. You need to consider the purpose and audience as you develop the piece. An online catalog that provides course descriptions and requirements would have a different structure than a brochure or recommended reading list.

Once you've decided on how to organize the material, you need to develop a consistent page design, with identifying elements on each page and sensible navigation methods. Look at what other Web authors have done with material that's similar to yours, and observe what works and what doesn't. You can use your browser's View Source command to view a Web page's HTML code; this lets you see just how other pages were built.

To Link or Not to Link?

One of the significant advantages of Web documents is the ability to link to other Web resources. Links can also take readers down stray paths, however, so make sure the links you include are integral to your document. Since readers may encounter your Web pages via a link, give them an easy way to get to your top-level page, so they can assess the scope and organization of your material.

Many readers find that the "Click here for information on ..." approach to links interrupts the smooth flow of a document. When you want to include a link, try to word the text so that it matches the name of the linked item.

If your Web page is basically a list of links to other sources, annotation is a good idea. Follow each link with a short summary to help readers decide which links they want to pursue.

Page Length

The Web offers independence from paper. If you intend for your document to be read or browsed on screen, rather than printed out, it's important to design for on-screen readability. Your pages should be relatively short, no more than two to three screens of text per page. If readers have to scroll through long pages, they can lose their sense of where they are in a document. Also, most readers don't want to read long documents on a screen – they want to find the information that's important to them, save it or print it, and move to the next task.

When you are using the Web for long documents, provide a link to a complete copy of the document that can be output with a single print command. You can see an example of this in the *Style Guide for Online Hypertext* from the World Wide Web Consortium (the URL is provided in the box below).

Graphics

On-screen graphics can be visually pleasing and useful as design elements. They can also be overused, distracting, and frustratingly slow to download.

Not everyone has a high-speed network connection or powerful computer. To save your readers from long waits while graphics are downloaded, keep the file size of your graphics as small as possible. (For tips on minimizing image size, see the *Web Style Guide* from Yale, listed below.) Similarly, be cautious about placing multiple images on a page, particularly large ones. You can provide "thumbnail" versions of images that link to the larger ones. Users can then access the larger images at their own discretion.

In general, it's best to use graphics sparingly, selecting those with direct relevance to your document. Don't let the "eye appeal" of a graphic be the sole reason for including it. Also, be aware that you can distract readers from content by offering too much visual stimulation. Flashing text can be annoying, and some textured backgrounds detract from readability.

Finally, keep in mind that some people won't be able to view your images. To keep your information accessible to those who use text-only browsers (for example, the visually impaired), your Web pages should have text-only links in addition to graphics.

Testing 1, 2, 3

No matter what type of online document you plan to publish, it's essential that you test it on a variety of browsers and hardware platforms. A Web document can look very different depending on the user's setup. Matters are further complicated by the added features some browsers offer. Netscape, for example, has extensions that let you create special layouts and design effects, but some of these can only be viewed by other Netscape users. Since more people use Netscape than any other browser, a case can be made for using these extensions. However, if you want to ensure that everyone on the Web can view all parts of your document, your HTML code should comply with the standards established by the World Wide Web Consortium.

For More Information

The references in the box below offer many insights about online design. You can also learn more about online publishing at MIT by opening the URL `http://web.mit.edu/cwis/presentations.html` ø

Selected Web Pages about Online Design

- *Publishing on the WWW and TechInfo*, MIT Information Systems
  `http://web.mit.edu/cwis/publishing.html`
- *Guide to Web Style*, Sun Microsystems
  `http://www.sun.com/styleguide`
- *Style Guide for Online Hypertext*, The World Wide Web Consortium
  `http://www.w3.org/pub/WWW/Provider/Style/Overview.html`
- *Web Style Manual*, Yale Center for Advanced Instructional Media
  `http://info.med.yale.edu/caim/StyleManual_Top.HTML`

Register for Physical Education Classes Using PELOTT

Esther Yanow
Documentation Services

No more standing in line in the gym to sign up for physical education classes. Now, when the Physical Education Lottery Selection System (known as PELOTT) is open, you can go to any Athena workstation – or networked Macintosh or PC running Telnet – and select up to six PE choices. PELOTT will do the rest.

PELOTT is run five times a year, during each quarter of the academic year and IAP. The next signup period, for PE classes offered in the spring term, is January 29 to February 5.

The system is both convenient and fair. Over 80% of the people who entered the lottery the first and second quarters of this academic year were assigned their first choice.

You need an Athena account to use PELOTT. If you don't have one, contact Athena User Accounts at x3-1325 for assistance.

Using PELOTT on Athena

Once you've logged onto Athena, follow these steps to register for PE classes:

1. Type `add pelott` and press Return.
2. Type `xphedu` and press Return.

   Result: The Welcome to the PELOTT Selection System window appears. It provides information about the system.
3. Click on OK.

   Result: A list of physical education classes appears.
4. Select the classes you want, up to a maximum of six classes.
   a. Highlight the first class you want. It automatically displays in the First Choice field.
   b. Continue your selections, in your order of preference.
5. To change a class, click on the Erase button. **Note:** The Erase button erases from the bottom up.
6. If you decide you don't want to enter your selections at this time, click on the Cancel button.
7. If you do want to enter them now, click on the Save button.

   Result: The message "Do you really want to save your choices and exit?" appears.

   If you click on No, you return to the Selection screen.

   If you click on Yes, a confirming message tells you: "Your choices have been saved." Click on OK.
8. Log out of Athena.

Using PELOTT from a Macintosh or PC via Telnet

You can connect to PELOTT on Athena from a Macintosh or PC running Telnet. (If you need help installing or using Telnet, contact the Network Help Desk at x3-4101.) Here are the steps for registering:

1. Telnet to athena.dialup.mit.edu. Login with your Athena username and password.
2. At the `athena%` prompt, type `add pelott` and press Return.
3. Type `phedu` and press Return.
4. Make your selections (see steps 4–8 above). **Note:** When you telnet, your screen does not have a graphical user interface. There are no scroll bars or buttons. Instead you make selections by typing your response.

Help and Some Handy Commands

If you need help when you are in the PELOTT system, press the "h" key. Below are some other useful PELOTT commands that you can type at the `athena%` prompt.

Command	Function
peinfo	Provides information about PELOTT
pe-selections	Explains how to make selections
pe-program	Provides class descriptions
pe-assist	Provides some tips for Telnet users

Changes and Notification

Up until the lottery cutoff date, you may go back to PELOTT as many times as you want and change your choices. After the PE lottery is run, you will receive an e-mail message informing you of your assignments. You can also see the results by typing the following at the `athena%` prompt:

```
add pelott
showassign-pe
```

If you have questions about the PE lottery or your assignments, contact the Physical Education Office at x3-4291. ø

Leads on Recycling Empty Toner Cartridges

With the phasing out of the Office of Lab Supplies, there's no on-campus system for getting a refund for empty toner cartridges. If your main objective is to dispose of empty cartridges in an environmentally acceptable way, and a refund is not an issue, then Office Depot, MIT's partner company for office supplies, will accept and recycle them.

Jack Maley, the Office Depot representative on campus, explains that although there is no refund for returned cartridges, the cost savings permits his company to supply cartridges at a lower price. He advises that you repack empty cartridges in their original boxes, labelling them in a way that will avoid confusion, and return them via an Office Depot driver when supplies are being delivered. You may also take the box to the Office Depot campus office in 18-B90. If you've accumulated 20 or so cartridges, you may call x3-4760 to have them picked up.

Other Options

There are other options for those willing to expend extra effort. Each of the companies below offers refunds for empty cartridges, but they are selective about cartridge type and have different methods for collecting them.

- Encore Images (800-868-4568) sells remanufactured and new toner cartridges for most printers. If you buy from them, Encore gives a $10 credit on cartridges you turn in. On an initial visit, a customer representative will check the health of your printer at no charge and send a written evaluation. If you just want to turn in empty cartridges, Encore gives refunds up to $10, depending on cartridge type, but doesn't offer a free printer evaluation.
- Laser Two (617-221-5656) picks up any type of cartridge but only gives refunds ($5) for certain Hewlett-Packard cartridges (LaserJet 4, 4+, 4m, and 4v). Call for pickup when you have 3 to 5 empty cartridges.
- Copley Systems (1-800-4-Copley) takes only Hewlett-Packard cartridges, not including HP4 or HPsi types. Call them for a form to fill out. You must get the cartridges to Copley in Westwood – for example by UPS. The refund is $4 per cartridge, and is paid by check. ø

Getting Help

If you don't know where to get help for your computer, network, or telephone problems, call the IS Help Line, **x3-2001** – or direct dial one of the help lines listed to the right.

If you prefer to use electronic mail, you can send your questions to the corresponding addresses on the far right. (When logged into Athena, you can also use the `olc` command to send questions to Athena's online consultants.)

For help with...	Dial...	Or send a message to...
Athena Computing Environment	3-4435	olc@mit.edu
Athena hardware repairs	3-1410	hotline@athena.mit.edu
Computer sales	3-7686	mcc@mit.edu
DEC and Sun software	3-6320	help@isis.mit.edu
Disabilities and computing	3-7808	atic@mit.edu
IS mainframes	3-7230	mithelp@mit.edu
Microcomputer and printer repairs	3-0815	pcservice@mit.edu
Microcomputer use	3-0001	micro-help@mit.edu
Networks / MITnet	3-4101	net-help@mit.edu
Telephone repairs	3-4357	5help@mit.edu
Voice mail	3-3677	vmail@mit.edu

Recent Publications from Information Systems

These publications are free. You can pick up copies in the MIT Computer Connection, W20-021, or in the racks outside E19-630.

You can also access these publications via the World Wide Web. To view them, use the URLs listed beneath the titles (to read PDF files, your Web browser must have Acrobat Reader 2.1 configured as a helper application).

You can also request IS publications by calling x3-5150 or sending e-mail to <sendpubs@mit.edu>.

Order No.	Title
IS-6.8	*User Groups on Campus* `http://web.mit.edu/mugs/www/mugs.htm`
MC-13.1	*Windows 95: System Compatibility and Requirements* (revised) `http://web.mit.edu/win95/`
QG-22	*Using Tables in Microsoft Word 6* *(for Apple and Windows-based computers)* `http://web.mit.edu/tps/www/QG/QG-22/QG-22.pdf`
QG-28	*Creating Form Letters in Microsoft Word 6* *(for Apple and Windows-based computers)* `http://web.mit.edu/tps/www/QG/QG-28/QG-28.pdf`

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